

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

PART-TIME MENTAL HEALTH COURT CASE MANAGER

DEFINITION OF CLASS

The Mental Health Court Case Manager is responsible for overseeing the ancillary service and administrative component of the Mental Health Court program. The Mental Health Court is a joint program run in a collaborative effort with the District Court in Montgomery County. The employee is expected to have a thorough knowledge of mental health programs, Court organization, and office practices, and be able to make independent decisions in dealing with program participants, the public, and employees.

Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

The incumbent reports to the Problem Solving Court Coordinator, Court Administrator and is responsible to the acting Mental Health Court Judge and/or Judicial Officers.

The employment status for this position is contractual and employment is considered at-will. The employee's services can be terminated by either party for any reason or no reason and the employee has no grievance or appeal rights under Montgomery County Personnel Regulations in regards to conditions of employment, treatment, or reasons for separation.

EXAMPLES OF ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. This job description shall not be construed to describe an exhaustive list of all duties that may be performed by such a person. It does not proscribe or restrict additional various tasks and assignments that may be required by the Problem Solving Court Coordinator, Court Administrator, and/or Judicial Officers.

- During program inception, assist Problem Solving Court Coordinator with establishment of policies and procedures, development of programmatic documents, identification of tools and services necessary for participant success in addition to any other tasks deemed appropriate for the implementation of the Mental Health Court.
- Attend, participate in, and properly prepare for joint and independent Mental Health Court meetings to discuss various court-related issues including, but not limited to, mental health court management, coordination of community resources, and procedural changes.
- Attend and actively participate in all pre-court meetings to discuss participant progress and compliance, as directed by your supervisor.
- Identify and recommend appropriate resources to address the needs of up to ten participants, develop a plan of action for services for each, and coordinate follow up activities to ensure each participant meets his/her goals.
- Facilitate access to services and monitor participant progress.
- Work in close cooperation with Judicial Officers in the Circuit and District Courts, court personnel, and other social, health, education, and related agencies to meet participant needs.
- Document case management activities including, but not limited to, face-to-face interactions, phone conversations, referrals to services, and court appearances made by program participants.
- Complete weekly case notes and prepare agreements and weekly reports.
- Develop partnerships and be innovative with traditional services.
- Facilitate problem solving in daily operations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience working with individuals with mental health diagnoses, specifically those who have had repeated interactions with the criminal justice system as a result of their diagnoses.
- Knowledge and experience with regard to case management and ancillary services.
- Knowledge of clinical and criminal justice services and levels of care.
- Experience coordinating mental health services.
- Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy, and competence in dealing with judges, attorneys, courts personnel, service providers, members of the public, and mental health court participants.
- Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning medical, mental health, and substance abuse treatment.
- Ability to work independently and have high level interpersonal skills to handle sensitive and confidential situations.
- Ability to maintain collaborative, long-term working relationships within and outside the Judiciary.
- Ability to bring people from different agencies together to accomplish the goals of the program.
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Ability to maintain a regular, punctual and reliable level of attendance and provide verification of compliance through any check-in processes deemed appropriate by your supervisor.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices, and procedures
- Ability to communicate effectively, orally and in writing.
- Excellent telephone manner and experience dealing with the public.

- Conversational Spanish desirable but not required.

MINIMUM QUALIFICATIONS

- B.A. degree from an accredited college or university in social work, psychology, criminal justice, behavior management, public health, sociology, corrections or a related field with two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services or mental health services.
- Excellent oral communication skills and an even temperament are high priority considerations for this position.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel and the general public in a fast-paced environment.
- Possession of a valid motor vehicle operator's license in state of residence and automobile for job-related local travel.
- Expert knowledge of the community and services to citizens, in general.
- An equivalent combination of education and experience may be substituted.

Note: This position **will not** act in a clinical capacity, and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). Mac users **MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.